



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND (AETC)

13 Jul 10

MEMORANDUM FOR PERMANENT STAFF & ASSIGNED STUDENTS

FROM: DET 2, 336 TRS/CC

SUBJECT: Commander's Departure Policy


1. Graduation from DINFOS is a momentous occasion and marks the beginning of a new journey for our graduates. I realize many are eager to take the first step into the operational Air Force. In keeping with established safety and operational risk management principles, I am implementing the following policy effective immediately regarding departing from Det 2, 336 TRS following graduation.

a. Non Prior Service graduating students, will complete/attend out processing briefing from the CSS no later than 1 duty day prior to graduation. Time and location of briefing will be posted in the student area. DO NOT make any travel arrangements before 1000 the day after graduation. Students will have their rooms within inspection standards and will be inspected by the MTL prior to departure.

b. Airmen will be allowed to leave out their clothes for the next day so the only thing they will have to do is put their linens in the container downstairs when they leave Saturday morning. **ALL Friday grads will have a room curfew of 2200 that evening.** They will depart the detachment no earlier than 0600 Saturday.

c. Prior Service Students, are required to out process the detachment CSS no earlier than 2 days prior to graduation. If driving, driving directions and completed AETC Form 29B are MANDATORY items for departure. For all other modes, provide travel itinerary and AETC Form 29B.

2. All other policies and procedures regarding out-processing requirements from the CSS and MTLs remain in effect. Travel itineraries and matrixes are still required.


NATASHA N. PORCHER, Capt, USAF
Commander